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ANNOUNCEMENT

Instructions on how to access and fully utilize E-books via the Library portal

As part of its ongoing efforts to enhance technological integration, expand digital library services, provide user-centered features, and optimize the use of electronic information resources, the Center of Information – Library (CIL) of Ho Chi Minh University of Banking (HUB) hereby announces the following guidelines for accessing and utilizing E-books via the library information portal (Library website) to all lecturers, staff, researchers, graduate students, and undergraduates:

1. Database Topic

Includes electronic book databases:

- Springer : E-book database specializing in economics;
- IG Publishing: Multidisciplinary E-book database;
- Elsevier-ScienceDirect: Core E-book collection specializing in economics;
- Gale Cengage Learning: E-book database specializing in economics;
- VitalSource: E-book database.

2. Database scope

All 12,740 E-book titles in the HUB collection have been granted perpetual access rights through the publishers' online platforms. Workstations connected to HUB's internal network can access the content without requiring login credentials, as the system automatically authenticates via the University's static IP addresses at both the Thu Duc and District 1 campuses.

3. Access Procedures

Step 1: Access the library website at the address: <https://library.hub.edu.vn>

Step 2: Search for documents:

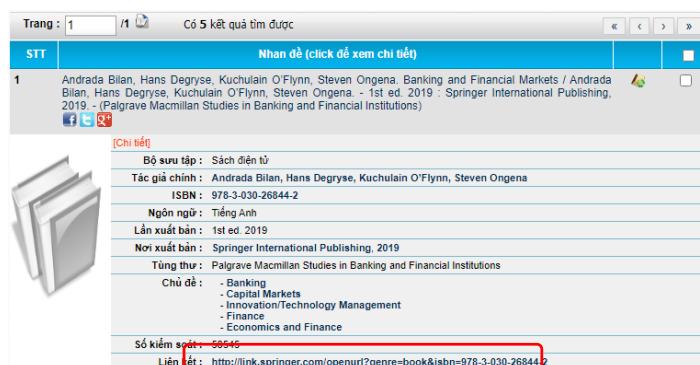
To access the E-book collection, follow these steps:

- Click on “OPAC” to display the search interface.

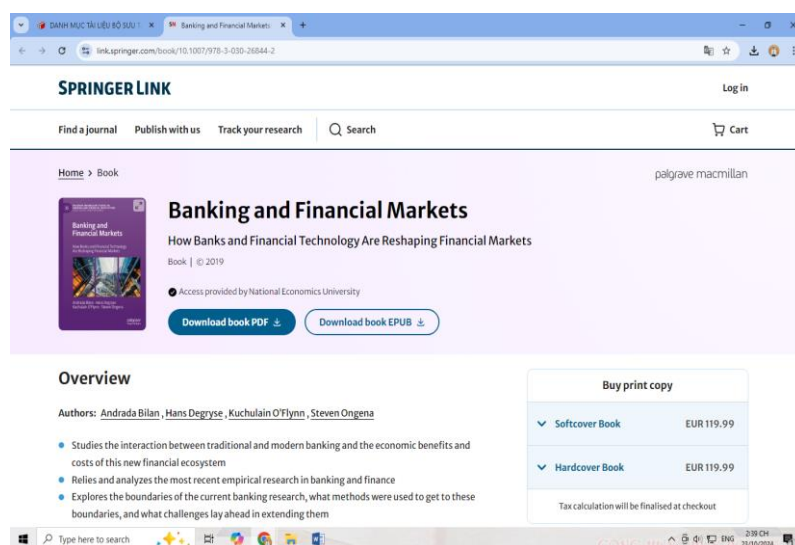
- Select the “Search by document type” feature. Choose “E-books” from the available document types. The search form will appear, and a list of currently available E-books will be displayed.

- Type keyword into the search box and press “Enter”.

- Once the results appear, click on the document title to view the full bibliographic record.



- Click the “**Link**” in the bibliographic record to access the E-book on the publisher’s platform.



- Please verify your access rights to ensure you are authorized to read or download the E-book.

4. Attached guides/instructions

Please find the attached following guides/instructions:

- [Access Guide to the Springer E-book Database;](#)
- [Access Guide to the IG Publishing E-book Database;](#)
- [Access Guide to the Elsevier E-book Database;](#)
- [Access Guide to the Gale Cengage Learning E-book Database;](#)
- [Access Guide to the VitalSource E-book Database.](#)

For assistance, please contact us at the following channels:

Staff: Mr. Ho Le Anh Tuan

Phone number: 0907 422 522

Email: tuanhla@hub.edu.vn

Center of Information – Library

- Tel.: (028) 38971651
- Email: library.info@hub.edu.vn (Circulation service)
- Fanpage: <https://www.facebook.com/thuvien.hub>

Best regards,

Recipient:

- *Executive Board (for report);*
- *Library patrons (for use);*
- *Units (for use);*
- *Personnel at the CIL (for guidance);*
- *The information will be posted on the library's website and fanpage.*
- *Archive: Center of Information - Library*

**ON BEHALF OF DIRECTOR
DEPUTY DIRECTOR**

(Signed)

Lê Văn Toàn